



DATE: June 28, 1994

TO: District Engineers
District Field Engineers
District Construction Engineers
District Office Engineers
Resident/Project Engineers

FROM: Gerald D. Dobie
Engineer of Construction

RE: **CONSTRUCTION INSTRUCTIONAL
MEMORANDUM 1994-16
Project Engineer Certification Program**

The Department has received permission from the Federal Highway Administration to adopt a **"Three-Year Project Records Certification Program"**. The objective of this new certification program is to reduce the duplication of reviewing the same items of work on like projects, reduce the review time, and to expedite final estimates which in turn will help release Federal funds in a more timely manner.

The new "Three-Year Project Record Certification Program" shall be implemented beginning July 18, 1994.

It is a primary desire of the Construction Division and the Federal Highway Administration that all MDOT Resident/Project Engineers shall be certified after the initial three-year period from the date of implementation of this program.

In order to derive the full benefits from this program, all District Field Engineers are requested to have their Resident/Project Engineers certified on an ongoing basis for a period of three years.

The documentation will be reviewed on a minimum of 15 different contract items. The selection of the items may be from several projects, including both final and interim quantity items. The items selected will be based on methods of measurement; such as, volume, weight, length, area, unit, force account, etc. Also, one review item shall be wage compliance, whereby the reviewer will sample contractor payrolls for conformance with proposal requirements, wage rate interviews, and project office procedures for logging contractor activity and payroll submission.

No hard and fast rules are being set for the selection ratio of final to interim items. We feel the ten final to five interim ratio is still a reasonable range. If the engineer is

not expected to complete final quantities within three years on large projects, he/she is to be reviewed on interim items. If review deficiencies are found by the review team, the review is to be expanded and the deficiencies need to be followed up prior to District acceptance of the review and submission to Construction and Materials & Technology Divisions, Lansing.

After a satisfactory documentation review, all MDOT Resident/Project Engineers will be certified to submit final estimates without further review for a period of three years.

The Project Engineer Certification Program for local agencies will remain at two years because of the rapid turnover of their project personnel and limited experience in administering Federally funded projects.

After compilation of the certification papers, District Office Engineers shall submit a copy of the work papers along with the review summary to: Construction Division, with a copy to Materials and Technology Division, Lansing.

Please continue using the attached Form 1117, "Biennial Project Record Certification" by changing the word "**Biennial**" to "**Three-Year**" until the form is revised. All other forms used in project reviews were revised in 1991. **Review teams are expected to use these latest revised forms.**

A Three-Year Project Record Certification (Form 1117) also will require an abbreviated response from the reviewer to indicate that proper documentation was used, that measurements were proper and according to specifications, that documents were signed and dated, that documentation was identifiable to the project, and that testing was appropriate and adequate. This may be indicated as a simple P or F (pass or fail) or NA (not applicable).

Eighty-five percent of the boxes checked on Form 1117 **must** indicate a passing grade (P) in order to certify a Resident/Project Engineer. If the Resident/Project Engineer does not meet this criteria, all of his completed projects will be reviewed for a period of one year, and the following year the Three-Year Project Record Certification review should again be conducted. The summary must be approved by the District Engineer to indicate that he is satisfied with the depth and intensity of the review and is confident in processing future finals based on the review findings. Any deficiencies noted in the review should be promptly corrected and the Lansing Construction Office notified in a timely manner.

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A Central Office Review Team will be monitoring all project documentation on an ongoing basis as mandated by the Federal Highway Administration. They will be spot checking the project record certification work papers and the review summary which is compiled by the District Review Team, and approved by the District Engineer. Any deficiencies and/or problems found in the Project Certification Review will be brought to the attention of the Resident/Project Engineer and District Field Engineer for appropriate action. A follow-up by the Central Office will be made. The Central Office Review Team will also monitor Biennial Project Record Certification of Local Government Agencies in order to assist them in this endeavor.

We believe the new procedures will be very beneficial to the Department and the Federal Highway Administration. We are attaching pertinent correspondence relative to subject matter for your information.

Resident/Project Engineers are requested to give a copy of this memorandum to the Local Government Engineers under their jurisdiction.

Engineer of Construction

attachment

GDD:GCT:srh

cc:	Lansing Construction Engineers	H. Linne, Maintenance
	Lansing Construction Technicians M & T	
	G. Taylor	MRBA
	L. Kinney	MAPA
	D. Witte, Commission Audit	MCPA
	D. Bullock, FHWA	MCA
	Engineering Services	OEO
	Design	
	B. Hayes, Financial Services	
	Finance (starmail)	

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